

S E C R E T

DETACHMENT H

21 June 1968

STANDARD OPERATING PROCEDURE

H-20-4 This Supersedes H-20-4 dated 20 June 1967

RECISSION: SOP H-20-24 dated 13 April 1967, Operational Mission Alert and Generation Notification.

PERSONNEL RECALL TO DUTY

- I. Purpose: This SOP establishes procedures for a personnel recall to the Base on non-duty days.
- II. Scope: The provisions of this SOP are applicable to all Detachment personnel.
- III. Responsibility: It shall be the responsibility of the Staff Duty Officer to execute a personnel recall. It is the responsibility of the Director of Materiel to assign an individual under his jurisdiction to perform duty as [REDACTED] contact as outlined below. 25X1A
- IV. Procedures: Normally, the personnel recall SOP will be executed when operational requirements dictate; i.e., upon receipt of an operational mission alert from Project Headquarters. If necessary these same procedures could be followed for Evacuation Plan and Severe Weather Plan implementation.
 - A. For each day on which no duty is scheduled, the Director of Materiel will identify an individual in that Directorate who will be [REDACTED] and responsible for the following actions. All Materiel Directorate personnel are subject to this assignment. 25X1A
 1. The Staff Duty Officer at the Base will be contacted by telephone from the [REDACTED] Officer's Club at 1000 hours to ascertain if a personnel recall is necessary. The [REDACTED] recall man is to ask if a golf game has been arranged. If the answer is "yes", the Staff Duty Officer will also let the recall man know the system to be flown by giving the name of an individual from the system associated section who is on the listing of Primary/Alternate Non-duty Day Personnel Recall. 25X1A

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List (Attachment #1) which will be part of the Staff Duty Officer Procedures/Log Book. A copy of this list will also be provided by the Director of Support to the individuals designated as [REDACTED] Recall contacts. The recall designees are to pickup the list from the Director of Support between 1400 and 1500 of the last work day.

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25X1A

2. The individual [REDACTED] will then remain in the vicinity of the [REDACTED] Officer's Club lounge area until 1200 hours and be available until then to Detachment personnel to advise them concerning a recall.

B. Detachment Section supervisors will inform those individuals in their Section who are subject to recall on a given non-duty day. Supervisors are responsible for insuring availability of adequate manning for mission preparation and launch. It is the responsibility of each Directorate Director and the Chief, Security Staff to give the Director of Support by 1200 of the last working day the names of individuals (primary/alternate) subject to recall.

C. Individuals subject to recall shall ascertain before departing the Base who it is they are to contact in the Officer's Club and to do so between 1000 and 1200 hours. If neither the primary nor the alternate appear during the designated hours and there is a mission alert the Recall Man will make a reasonable effort to contact one or the other.

D. If a recall is to be implemented due to a mission alert the Staff Duty Officer shall telephone the Detachment Commander no later than 0700. The Detachment Commander shall in turn notify the Executive Officer, Director of Operations, Director of Materiel, Director of Support and Chief, Security Staff.

E. If a personnel recall is implemented the Staff Duty Officer will dispatch a bus [REDACTED]

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F. If a recall is required for other than mission preparation and during other than the 1000-1200 time period, the Staff Duty Officer will:

1. Contact the Detachment Commander. If he is not available then he will contact either the Executive Officer, Director of Operations, Director of Materiel, Director of Support or Chief, Security Staff.

2. Dispatch one vehicle and two people [REDACTED] for the purpose of making personal contact with as many Detachment personnel as possible. Usual and known recreational areas and locations [REDACTED] will be checked.

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3. Contact the Detachment [REDACTED] Security Liaison Officer who will initiate a telephone alert to all Detachment personnel maintaining residences in [REDACTED]. If the Security Liaison Officer cannot be located, another senior individual residing [REDACTED] will be contacted and directed by the Staff Duty Officer to initiate a telephone alert.

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4. Initiate appropriate actions in accordance with the applicable plan (Evacuation or Severe Weather) with personnel available on the Base.

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5. Dispatch a bus to pick-up personnel [REDACTED] at a pre-determined time.

25X1A

[REDACTED]
Detachment Commander

25X1A

Distribution:

Copies

1 - Detachment Commander
2 - Executive Officer
3-5 - D/Operations
6-8 - D/Materiel
9-11 - D/Support
12-13 - C/Security 3

Attachment #1: Primary/Alternate
Non-duty Day Personnel Recall List

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PRIMARY/ALTERNATE NON-DUTY DAY PERSONNEL RECALL LIST

ATTACHMENT #1
SOP H-2C-1, 21 Jun 68

OFFICE	DATE	DATE	DATE	DATE
MANAGER				
O				
M				
S				
SFC				
CRM CHIEF ON BASE				